



## COUNTY OF LOS ANGELES

### JUDICIAL PROCEDURES COMMISSION

383 Hall of Administration / 500 West Temple Street / Los Angeles, California 90012 / (213) 974-1431

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December 10, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO ESTABLISH AN INTEREST BEARING DONATION TRUST  
FUND FOR THE JUDICIAL PROCEDURES COMMISSION  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Los Angeles County Judicial Procedures Commission to create a Donation Trust Fund as a mechanism to receive donations to facilitate improvements to court facilities, in order to support programs and services for children and families; and at the end of each calendar year, the Commission will report to the Board which projects it made donations to, the amount of those donations, and submit a proposal of projects it plans to support in the next calendar year.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

At its meeting of July 17, 2003, the Los Angeles County Judicial Procedures Commission voted to study the feasibility of establishing a Judicial Procedures Commission Donation Trust Fund to defray costs associated with various projects the Commission is involved in.

For several years, the Judicial Procedures Commission has been working in collaboration with the Courts on key court programs relating to children and families. At the Board of Supervisors' meeting of July 3, 2001, your Honorable Board requested the Judicial Procedures Commission to work with the CAO and the Presiding Judge of the Superior Court to establish child waiting rooms at Superior Court locations for children waiting to testify or whose parents are testifying in court.

Since that time, your Board also approved the implementation of an increase in civil filing fees for the operation of Superior Court child waiting rooms and a special fund designated as the Children's Waiting Room Fund was established. As a result, eight courthouses identified space in their facility that could be used as a child waiting room.

Of the eight courts that initially identified space, only five have actually been able to open their proposed child waiting rooms. The other courts have had to postpone their openings due to funding problems relating to shortfalls in remodeling funds. Although costs associated with renovations can sometimes be well over \$100,000, some courts require only a few thousand dollars to make the necessary renovations to prepare and complete their designated waiting room. The Commission feels the Donation Trust Fund would be the ideal vehicle to assist courts that only need a few thousand dollars to remodel their waiting rooms for opening.

### **Implementation of Strategic Plan**

Establishing a Donation Trust Fund conforms to the implementation of the County's Strategic Plan, Goal 5: Children and Families' Well Being. Specifically, this program would provide services which address safety and survival of children and families as well as social and emotional well being.

### **FISCAL IMPACT/FINANCING**

No direct impact on the County of Los Angeles.

### **PROVISIONS/LEGAL REQUIREMENTS**

The Judicial Procedures Commission has consulted with the Office of the County Counsel with regards to this matter, and has received recommendations from them on how to proceed with the establishment of the Donation Trust Fund. The process will be as follows:

- The Donation Trust Fund would be administered by a sub-committee group of the Judicial Procedures Commission comprised of representatives of the Commission and the Courts, and Commission Services staff of the Executive Office.
- Criteria for allocation of the funds would be developed by the sub-committee group which would review all funding requests and make recommendations for expenditures to the full Commission for approval.
- The funds, which would go into a separate Donation Trust Fund, would be solicited from various resources such as foundations, private corporations, philanthropic societies, and charitable organizations.
- In accordance with Auditor-Controller fiscal guidelines, the Executive Office would maintain detailed records of all donations received and deposited to the trust fund.
- Funding requests that have been approved by the full Commission would be coordinated with the County's budget process. The Executive Office, in conjunction with the CAO, would be responsible for ensuring that donated funds are allocated to eligible programs in a manner that is consistent with the County Budget that has been adopted by your Board.

- Donated funds would be disbursed by the Executive Office in conformance with Auditor-Controller fiscal guidelines and the County Budget. Your Board will be notified of any donations that have not been programmed into the County Budget with an accompanying request for a budget adjustment.

Respectfully submitted,

CAROL ROSE  
Chair

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor Controller